

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

PUBLIC SERVICES – Andhra Pradesh Secretariat Subordinate Service – Typist-cum-Assistants - Re-designation of 40 posts of Typist-cum-Assistants as Section Assistants Grade-I without Technical Qualification of Typewriting - Orders - Issued.

GENERAL ADMINISTRATION (SU-III) DEPARTMENT

G.O.Ms.No. 897

Dated:27.12.2013.
Read the following:-

1. From the President A.P. Secretariat Association, Dated 14.06.2011.
2. From the President A.P. Secretariat Association, Dated 21.01.2012.
3. From the Chairman, Secretariat, Telangana Joint Action Committee, Secretariat, Hyderabad, Dated 11.04.2012.

ORDER:

In their representations 1st to 3rd read above, the President, A.P. Secretariat Association and the Chairman, Secretariat Telangana Joint Action Committee have represented that the post of Assistant (Dispatch, Records and Tappals) is constituted as Category-7(b) of Class-B of A.P. Secretariat Subordinate Service Rules and the said post is of the feeder category to the post of Typist-cum-Assistant. The Assistant (DR&T) has to pass Typewriting examination conducted by the State Board of Technical Education and Training, both Telugu and English, besides Graduation for promotion as Typist-cum-Assistant. Most of the DR&T Assistants have completed around 20 years of service, and very few years of service is left for them. At this short span of service they could not practice and appear for the Typewriting examinations. Moreover, only computers are being used in the office work. The working knowledge on computers can be easily accessed with a small induction training in the Human Resource Department (HRD). They have, therefore, requested to re-designate 40 posts of Typist-cum-Assistants as Section Assistant Grade-I without Typewriting qualification and made the said post as feeder category to the post of Assistant Section Officer with five (5) years minimum service. They have also requested to promote the existing DR&T Assistants who have passed Graduate Examination Test (GET)/ possessed degree qualification to the said post as per their seniority.

2. Government have examined the request of A.P. Secretariat Association and Secretariat Telangana Joint Action Committee in greater detail and the matter has been placed before the Group of Ministers. The Group of Ministers among others have recommended the following;

<p>(i) To re-designate the 40 posts of Typist-cum-Assistant as Section Assistants Grade-I in the same scale (without typing qualification) so as to enable the DR&T Assistants, who passed GET, for their promotion.</p>	<p>Accepted with the condition that they under go accredited course in M.S. Office and obtain certificate in MS Office application.</p>
<p>(ii) Typist-cum-Assistant posts may be re-designated as Assistants by removing Typing qualification to enable the lower category employees to get promotions.</p>	<p>Accepted in principle for due examination by the concerned Departments.</p>

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3. Government after careful examination of the matter have decided:
 - i. to bifurcate the total cadre strength of TCA i.e. 83 posts by re-designating 40 posts of TCA as Section Assistant Grade-I prescribing degree pass/passing GET conducted by APPSC and a Certificate in MS Office as qualifications with a provision for Direct Recruitment **and** to continue remaining 43 posts of Typist-cum-Assistant as TCA.
 - ii. Such of DR&T Assistants, who possess prescribed minimum qualification as stated above, shall be considered for promotion to the post of Section Assistant Grade -I, duly re-designating them as Section Assistant Grade-I, subject to them undergoing accredited course in M.S. office and obtaining Certificate in MS Office application, provided that such DR&T assistants do not have any disciplinary cases pending against them, following due procedure prescribed under the rules.
 - iii. Such posts of Section Assistant Grade-I shall be a feeder category, along with TCAs, in the ratio of 1:1, for promotion to the post of ASO, provided such Section Assistant Grade-I have put in a minimum service of 5 years.
4. Accordingly, Government hereby makes the following order:
 - i. to bifurcate the total cadre strength of TCA i.e. 83 posts by re-designating 40 posts of TCA as Section Assistant Grade-I prescribing degree pass/passing GET conducted by APPSC and a Certificate in MS Office as qualifications with a provision for Direct Recruitment **and** to continue remaining 43 posts of Typist-cum-Assistant as TCA.
 - ii. Such of DR&T Assistants, who possess prescribed minimum qualification as stated above, shall be considered for promotion to the post of Section Assistant Grade-I, duly re-designating them as Section Assistant Grade-I, subject to them undergoing accredited course in M.S. office and obtaining Certificate in MS Office application, provided that such DR&T assistants do not have any disciplinary cases pending against them, following due procedure prescribed under the rules.
 - iii. Such posts of Section Assistant Grade-I shall be a feeder category, along with TCAs, in the ratio of 1:1, for promotion to the post of ASOs, provided such Section Assistant Grade-I have put in a minimum service of 5 years.

5. The General Administration (Ser.B) Department shall make necessary amendments to the Andhra Pradesh Secretariat Subordinate Service Rules.

6. The issues relating to Seniority in the grade of Section Assistant Grade-I shall be decided separately.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.K. SINHA
PRINCIPAL SECRETARY TO GOVERNMENT (Ser & HRM)

To

The General Administration (Ser.B) Department.

Copy to:

The President,

A.P.Secretariat Association,

A.P.Secretariat,Hyderabad.

The Chairman,

Secretariat Telangana Joint Action Committee, Secretariat,

Hyderabad

The Accountant General.

Andhra Pradesh, Hyderabad.

The Pay & Accounts Officer,

Andhra Pradesh, Hyderabad.

All Departments of Secretariat.

The Fin (Exp.GAD-I/SMPC/PRC) Department.

The PS to Prl. Secy to CM/ PS to CS/ PS to Prl. Secy (Ser & HRM).

SF/SC.

//FORWARDED::BY ORDER//

SECTION OFFICER